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DEPARTMENT OF HIGHWAYS EMPLOYEE'S NEWSLETTER

DIRECTOR'S MESSAGE

With the current Montana legislative session more than half-way over, a number of legislative proposals supporting the Department of Highways have received approval in either the Senate or the House. Following is a status report of the most important bills:

Senate Bill 10 Empowering the Highway Commission to establish priorities and to select roads for construction and reconstruction, has been passed by both houses and signed by the Governor.

Senate Bill 106 To increase the penalties for overweight vehicles, and revising fines and forfeitures collected on size, weight, and load violations has been passed by the Senate and now awaits action by the House.

Senate Bill 454 The Montana Highway Revenue Bonds Act of 1983 which would authorize money to accelerate completion of the Interstate system in Montana passed the Senate and awaits action by the House.

House Bill 7 Providing for congruence of Highway Commission Districts and Highway Financial Districts has been passed by the Senate and is awaiting the Governor's signature.

House Bill 16 Making permanent the 1-cent fuel tax and raising fuel taxes 3 cents per gallon in 1983 and 2 cents in 1985 has been passed by the House and awaits Senate action.

House Bill 730 Creating a 10-year highway Reconstruction Trust Fund through the use of coal severance, gasoline, license, and special fuels taxes has been passed to the Senate for hearing.

In addition to the positive support from the legislature for an expanded highway program to this point, the Department has received additional federal obligation authority as a result of passage of the Surface Transportation Assistance Act of 1982.

Federal Funds will increase from \$66 million to about \$100 million for 1983, and increase slightly thereafter for the remaining three years of the Act. However, the increase in funds came almost entirely in the Interstate 4R and Bridge programs. Consequently, the proposals being considered by the Montana Legislature are essential if we are going to be able to begin reconstructing the primary system and accelerate completion of the interstate.

With approval of these programs and the increase in federal funding, the Department of Highways can anticipate substantial increases in construction activity beginning this spring. Some rehiring and new hiring has already begun—we expect more in the future.

NATIONAL TRANSPORTATION WEEK ACTIVITIES

National Transportation Week, sponsored by the Federal Highway Administration, has been set for May 15th-22nd this year.

In honor of the occasion, the Department has two activities planned; On Wednesday, May 18th, at 4:30 p.m. a 10 kilometer race will be held. The top five runners' times will be submitted as a team score for competition with other state transportation departments. On Thursday, May 19th, at 10:00 a.m. in the Highways auditorium an awards ceremony will be held to honor Department employees and others who have made significant contributions to transportation.

10 KM RACE

During National Transportation Week, Department runners are encouraged to participate in the Annual 10 Kilometer road race.

Last year Montana accepted the National Transportation Week challenge and placed 8th overall in a field of 20, despite a strong wind and chilly temperature. New York was first place last year. This year it has to be Montana!

The race is for all Highway employees. The goal this year is to have one runner from each office participate.

THREE ATTEND MANAGEMENT COURSE

Tom Barnard, District Engineer, Great Falls, Russ McDonald, Administrator, Personnel Division, and Homer Wheeler, Assistant Administrator, Engineering Division, attended a three week Highway and Transportation Management course at University, Mississippi in February.

The course, sponsored by AASHTO and the Highway Users Federation for Safety and Mobility, is operated like a graduate seminar.

It is aimed at supplementing basic management or engineering capabilities with intensive training in management techniques.

Twenty-four different lecturer/facilitators covered delegating, decision making, participative management, effective communication, performance appraisal, discipline and orientation, effective public relations, performance management, coping with stress, human resource development, report writing, economics, transactional analysis, computers, problem identification and solving, and law as it relates to the transportation industry.

Classes were held six days each week, with a number of evening sessions. In addition, a good deal of reading was assigned in preparation for each day's course work. Although the total course was excellent, the three highway managers felt the courses in performance management, stress management, economics, and coaching for improved performance were exceptional.

The Department encourages its managers to improve their skills, and transportation management is one means of achieving that goal.

RETURN TO WORK PROGRAM

An "Early Return to Work" Program was implemented by Safety & Training Bureau in mid-January.

Many DOH employees sustain disabling on the job injuries. These injuries disrupt jobs, careers, and family as well as being costly in terms of insurance and time loss from the job.

The Return to Work Program will promote returning to work as soon as medically possible. In some cases, this will require temporary modification of job duties to meet physical limitations as prescribed by the physician.

Major program benefits to employees are;

—An employee is not required to perform those job duties which may be harmful or delay the healing process.

—The period during which co-workers must share an absent employee's work load is shortened.

—Working people recover quicker, feel better, and regain self confidence when they are again in a productive capacity.

Progress of disabled employees is being monitored by the program coordinator. Every effort will be made to adapt job duties which are approved by the physician and agreed upon by employee and supervisor. Not all jobs or injuries can be modified, but consideration will be given to each long term disability.

IN-HOUSE JOB APPLICATIONS

As of January 1983, there is a new way of applying for posted vacancies. In order to be considered an in-house applicant for a Department of Highways vacancy, a Position Application form (half sheet) must be filled out completely and attached to a completed State of Montana Application for Employment form. A personal resume may be attached to this application as an addition, too, but not in lieu of, the completed State of Montana Application for Employment form.

The change was made to allow employees to be more specific about qualifications and experience, and to give supervisors more information from which to make a selection.

Position Application half sheets and State Applications are available from your office manager or payroll clerk. The Personnel Division no longer supplies Position Applications.

ENGINEERS AT TRANSPORTATION MEETING

Don Harriott, Administrator, Engineering Division; Steve Kologi, Chief, Preconstruction Bureau, and Dick Wegner, Chief, Materials Bureau, attended the 62nd annual Transportation Research Board meetings January 17-21 in Washington, D.C. The three Montana representatives covered as many different presentations as possible to gather information for the Department. Findings from the more important technical sessions included: **Perspectives on Highway Research**; Texas outlined ways to enhance research and technology transfer. Better use of National Highway Institute courses, plus better courses, was urged. **Sprinkle Treatments**; Virginia and Iowa have made wide use of the European practice of sprinkling coated chips on new asphalt pavements and pressing them into the new surface. The result is a skid resistant surface rivaling that of open-

graded friction courses at about 70% of the cost. Specialized equipment is needed. **Oil Field Traffic**; Traffic costs near oil fields have been studied in Texas. Three elements of new research are pavement analysis, traffic analysis, and estimated traffic generated by an oil well. These studies hold important implications for eastern Montana's highways near oil fields. **Recycling**; Continuing experience, especially with cold recycling, holds potential for low-volume secondary roads. Montana now uses cationic asphalt, but based on information from this session the Department's Construction and Materials Bureaus are now examining the possible use of anionic materials. **Truck Transport Research**; One study found that 10-20% of heavy trucks are overloaded, and 12-90% operate over the speed limit. Surface maintenance costs vary only slightly with axle loads, but bridge maintenance costs vary greatly. **Bridge Rehabilitation**; Deck investigation techniques using ground-penetrating radar and infra-red thermography were reported. This allows quick evaluation of deck condition without drilling holes in it.

MATERIALS BUREAU HOSTS SEMINAR

The Materials Bureau recently held the first of three seminars for apprentice Operating Engineers from Union Local 400. The seminars helped familiarize the apprentices

with tests performed by the Department on road building materials. "It's a great chance for these trainees to find out why we do jobs a certain way in the field," said Bob Mihelish, assistant training coordinator for the union. Operating Engineers handle dozers, scrapers, loaders, and other heavy equipment used in highway construction.



Ed Shea, a lab supervisor in the Materials Bureau, prepares an immersion compression test of asphalt mix. Looking on, left to right, are Ed Weber of the Materials Bureau, Kathy Pucci and David White, apprentices in the Operating Engineers Union, and Bob Mihelish, an assistant training coordinator for the union.

COMPUTER AIDS DEPARTMENT LAWYERS

The new state law library now offers a computerized search of previous Supreme Court decisions for most states, a feature that is a real time saver according to Jack Holstrom, an attorney with the Legal Division.

Called Westlaw, the database is programmed by West Publishing Company, a standard reporter of case law.

"It took the computer about two hours to find 64 cases that had certain combinations of words related to the case I'm preparing. Three of those cases applied directly to mine. Prior to that I had spent four days reading case law volumes and had not discovered one of those three cases. Now I'm certain that out of hundreds of thousands of cases, I've found every case that will apply," Holstrom said.

Quick access to reported cases is a key part of the legal system because of precedent; that is the idea that courts will follow previous court decisions on the same subject matter. Holstrom feels that Westlaw and other database systems like it will probably replace the traditional law library in the not too distant future.



New truck driver U5T Virginia Osterberg and two of the Troy Section crew, Gary Jones with saw, and Bob White.

REV. 9-82

MONTANA DEPARTMENT OF HIGHWAYS PROJECT MANAGEMENT UNIT

ACTIVITY COMPLETION CARD

CARD CODE	ACTIVITY NO.	CONTROL NO.	MGMNT. NO.	COMPLETE DATE	INITIALS
08	222	0505	3100	03-14-83	AWA

An Activity Completion Card is essential to the Department's Preconstruction System. When an activity such as right of way negotiation or design approval is completed, managers must submit a card to the Project Management Unit. Have you sent your card today??

HIGHWAY BOWLING IN MAY

The 22nd annual Highway Department bowling tournament will be held in Helena the weekend of May 14th and 15th. All present or retired Department of Highways or Highway Patrol personnel and spouses, and personnel laid-off as of April 30th, 1982, are eligible to enter.

Entry forms have been sent to all district and area offices. Five person teams are required, and teams do not have to be from one region, or unit. Mixed, and men's and women's events are included.

Last year's tournament was held in Miles City and drew 35 teams.

WOMEN TRUCKERS HIRED

Three women have recently been hired as truck drivers by the Department of Highways.

Virginia Osterberg has been employed in the Troy Section, Missoula District, since October, 1982. Virginia has 32 years of experience, off and on, driving a logging truck in business with her husband, and also driving farm vehicles. Virginia says that the Troy crew is real good to work with, and the cooperation is great.

Marlene Swartz was hired in the Alberton Section, Missoula District, after successfully completing the Truck Driver U5T course in October, 1982. Marlene had been employed as a temporary, full-time driver in the Clearwater Section for about four months before landing the Alberton assignment.

Sharon Schock joined the Department as a truck driver in the Neihart Section, Great Falls District. Sharon was referred by Job Service. She has operated all types of farm machinery and trucks including 18 wheelers.



Governor presents incentive awards: (Left to Right) Donald Taylor a field project manager in Billings won \$25 for a steel tripod for surveying alignment. William Spracklin and Gilbert Paulson from Glendive Maintenance shared a \$500 idea for a hydraulic sign post straightener.

HYPERTENSION

Hypertension is the medical term meaning high blood pressure. Most people have essential or primary hypertension which means that the cause is unknown. Research may someday give the answer. At the present, it is known that hypertension:

- affects more men than women,
- usually occurs after the age of 40,
- affects blacks more frequently than whites.

However, any person of any age may have high blood pressure. Hypertension does not mean a person is nervous or "high strung".

You can have hypertension and not have any signs of illness, that is why it often is called the "Silent Killer".

Blood pressure is measured by two numbers, such as 124/76. The upper number or systolic pressure represents the amount of pressure in the arteries when the heart is pumping blood, the lower number or diastolic pressure is the pressure in the arteries when the heart is filling with blood. Blood pressure changes from minute to minute with changes in position, emotion, exercise and activity. Therefore, readings should be obtained at least several times before making a judgement about hypertension.

Hypertension can cause heart problems, stroke, kidney damage and other serious conditions. It CANNOT be cured, but it can be controlled. The greatest importance is to seek medical advice and follow treatment regularly.

Treatment usually focuses on one or more of these measures:

- Diet—eliminating high sodium foods and restricting use of salt, decreasing high cholesterol intake.
- Weight control—reduce weight and maintain at a desirable level.
- Exercise—participation in physical activity on a regular basis.
- Medication—a drug prescribed by your physician only to be taken by you and according to direction.
Do not skip or change dosages on your own because you feel better. You likely will need the medication the rest of your life. Side effects or problems need to be reported to your physician promptly.

Following the recommended treatment may inconvenience you but is certainly preferable to treating those complications resulting from uncontrolled hypertension.

Allow your body time to adjust to any new regime of treatment. There just are not any quick or easy miracle "drugs" or treatments to treat hypertension.

Treatment is effective as shown by these facts given by the American Heart Association.

- Deaths from strokes have decreased over 40 percent in the past 12 years.
- Deaths from cardio vascular and kidney disease have decreased significantly.
- A large part of this improvement is a result of **earlier** and better treatment of hypertension.

NEW NEWSLETTER AND SUPPORTIVE SERVICE CONTRACTOR

Peg Dolan, the Civil Rights Unit's Minority Business Enterprises (MBE) program manager, now publishes a newsletter for contractors, and minority and Women's Business Enterprises (WBE). The twice-monthly publication, titled "MBE/WBE", carries articles on federal and state policies, goals, and current construction projects.

Depending on the construction specifications of federally funded projects, suggested goals are set to employ a certain percentage of minority or women owned businesses as sub-contractors. For these firms to do business with the state of Montana they must be certified with the state, and must participate in the competitive bidding process.

Larry Moore is the new Supportive Service contractor for the MBE Program. His job will be to monitor prime contractors for MBE/WBE compliance, and to verify MBE/WBE certification. Larry was formerly with the Montana Contractor's Association.

BLOOD DONOR RECEIVES PIN

Recently nine Department of Highways employees donated blood during the state employee drawing. Bob McTaggart of the Safety and Training Bureau gave his 40th pint to complete requirements for a five gallon pin. According to Bob that represents 25 years of blood giving. Most commendable, Bob!

RETIREMENTS

Employees who have recently retired with over 30 years of service with the Department include: Clarence Mackey, 43 years, 3 months; Robert Bremner, 36 years, 9 months; George Knapp, 35 years, 7 months; Robert Touchette, 35 years, 2 months; Fred Frederick, 32 years; Jay Duba, 31 years, 9 months; John Walker, 30 years, 9 months; and Hugh Klepzig, 30 years, 8 months. Recent retirees with 20-30 years of service include: Maurice Malone, 29 years; Floyd Strozzi, 28 years, 9 months; John Cloud, 28 years; Ernestine Dorner, 27 years, 11 months; Edward Fisher, 27 years, 5 months; Edward Werner, 26 years, 7 months; Myron Holzheimer, 26 years, 5 months; Arling Buskirk, 25 years, 5 months; and Edna Johns, 21 years, 8 months. Other employees who have recently retired are William Doble, 19 years, 8 months; Henry Valgmore, 19 years, 2 months; Leroy Broughton, 13 years, 8 months; Jack Simons, 11 years, 8 months; and Owen Gabriel, 6 years, 4 months.

800 copies of this newsletter were produced at a cost of \$.15 each.

Les Benedict, Information Officer, Editor

Montana State Library



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